

## ADDENDUM # 1 COVER SHEET

Name: REQUEST FOR PROPOSALS      Date: January 29, 2013  
FOR PROFESSIONAL  
ARCHITECTURAL AND  
STRUCTURAL DESIGN  
SERVICES  
RE: Addendum #1  
To: All Prospective Proposers

---

---

*The following revisions and/or clarifications are to be made to the proposal bid documents for the*

### CLARIFICATION I

#### 1. EXTENSION OF PROPOSAL SUBMISSION DATE:

Please take note that the response date for proposals for this request for proposals has been extended **from February 8, 2013 at 3:00 P.M. to February 11, 2013 at 3:00 P.M.** All requirements of proposers applicable to the submission of proposals set forth in the request for proposals documents remain in full force and effect.

#### 2. RESPONSE TO QUESTIONS & ANSWERS:

**Following are questions received regarding Request for Proposal for Architectural and Structural Design Services for the Schumacher House, located at the Clinton G. Martin Park, New Hyde Park, NY. An answer is provided immediately after each question.**

“Upon restoration, the House has the potential to reclaim its place as a precedent example of an early nineteenth century Long Island farmhouse in a bucolic parkland setting.”

**Q1      What period of significance will the structure be restored to?**

**A1      Where appropriate, this building will be restored to the early nineteenth century. Because this building is listed on the National Register of Historic Places the State Historic Preservation Office (SHPO) will also be reviewing the documents and any proposed change to materials. Responders may review the National Register document for this property at <http://nrhp.focus.nps.gov/natregsearchresult.do?fullresult=true&recordid=0>. If this does not take you directly to the site, you may search the National Register documents for the ‘Cornell-Van Nostrand House’ in New Hyde Park.**

“The Town hopes to open the site to the public as an educational center featuring a museum displaying Town / local history and / or for community meetings.”

**Q2      The intent of changing the use of the building to a “public” structure will have significant impact on the Site, building structure, interior partitioning, ADA conformance and MEP systems. Is it the intent to include the potential “public” use of the structure, and its impact on the scope of work, to be included from the initial design phase?**

**A2      Public access to the interior of the building should be considered. Consideration should also be given to alternative handicapped access for Historic Buildings in the New York State Building Code.**

“Inspect premises and prepare a comprehensive condition report. Include detail of any abatement work which may be necessary, including asbestos, lead, mold, etc.”

**Q3 Has there been previous environmental reports of the premises?**

**A3 There has been no previous environmental report of the premises.**

**Q4 Should the cost of laboratory tests and reports be included within our fee structure or will they be billed at a later date as reimbursable expenses?**

**A4 The response should indicate estimated costs for all out of pocket fees as part of the fee proposal, to be paid as pass-through expenses. Laboratory tests and reports should be included, as should be expenses for the printing of bid documents.**

**Q5 What is the current 2013 budget for the stabilization and exterior restoration, including environmental testing?**

**A5 The construction portion of the budget for the stabilization and exterior restoration is \$450,000.**

**Q6 The scope of work is concentrated on stabilization and exterior restoration. At this time, what is the scope of work, if any, within the interior of the building?**

**A6 The only physical construction work that will be performed in Phase I will be work necessary for the stabilization of the building and the exterior restoration. The architectural plans should also address restoration work which will be required for the next phase of restoration, which will be to restore the interior of the building. Therefore, the awardee will need to prepare existing conditions plans of the interior of the building as it currently exists, as well as plans for the future restoration of the interior of the building.**

**Q7 How many Town Board meetings will be required / anticipated to inform the Board members of project progress and status of the budget?**

**A7 There would possibly be one Town Board meeting requiring a presentation by the awardee.**

Referring to page #5, “Final Plans, Specifications and Construction Documents” (a)

**Q8 Why are there requirements for site plan, electrical plans, separate mechanical plans for stabilization phase noted?**

**A8 This is a standard requirement for the Town’s Department of Public Works for all bid sets. Although there may not be mechanical or electrical components in Phase I, we anticipate that this will be part of Phase II construction.**

**Q9 Is it the intent to bid stabilization separately from exterior restoration?**

**A9 This will be awarded as one contract. When responding to the RFP, please include the following breakdown of costs in your response:**

- 1. Design of stabilization and exterior renovation** \_\_\_\_\_
- 2. Draft documents for future interior work** \_\_\_\_\_
- 3. Estimate of costs for environmental testing** \_\_\_\_\_
- 4. Estimate of costs for printing bid documents** \_\_\_\_\_
- 5. Construction administration** \_\_\_\_\_

Referring to page #6, “Construction Administration” (f)

**Q10 Question: Should “exterior renovation” be revised to read “exterior restoration”?**

**A10 The term ‘restoration’ would be more appropriate for this structure.**

- Q11 Question: What is the Town's schedule for the scope of work described within the RFP?**  
**A11 Because of the condition of the building, we would like to begin stabilization as quickly as possible. A response to this RFP that includes a schedule or timeline showing that you are capable of producing the work quickly may be looked upon favorable in the review process.**
- Q12 How is it possible to access the interior of the Schumacher House to better assess the scope of work?**  
**A12 Contact Dep. Parks Commissioner Kevin Kelly at [kellyk@northhempsteadny.gov](mailto:kellyk@northhempsteadny.gov) or 516-739-3102. He will arrange access to the building within 24 hours. Access must be made 7am and 3:00pm Monday through Friday.**
- Q13 Since the scope of work is not defined is it possible to propose an hourly fee, with a not-to-exceed percentage of the cost of construction?**  
**A13 The scope of work is defined in section III.B of the RFP. We will not accept proposals based on a cost of construction. Your proposed fee should be provided as described in III.D.7), which requires a not-to exceed fee, including billable hourly rates.**
- Q14 Is the budget for the construction and/or the architectural fees budget available?**  
**A14 The total budget is \$500,000 -- \$50,000 for architectural/engineering services and \$450,000 for construction.**
- Q15 Is it possible to respond to the RFP as a joint venture?**  
**A15 Joint ventures are acceptable, however all parties must submit the requested written proposal elements regarding qualifications outlined in Section III.D**

### **3. PROPOSAL SUBMISSION CLARIFICATION:**

The "ADDENDUM #1 RECEIPT ACKNOWLEDGEMENT FORM" on the last page of this Addendum #1 must be signed and dated in the spaces provided and submitted with your Proposal Form with your proposal Submission. All proposers must submit this form with its proposal regardless of the content contained in each Addendum.

**ANY QUESTIONS SUBMITTED THAT ARE NOT PART OF THIS  
 ADDENDUM WILL BE RESPONDED TO IN THE NEXT OF FUTURE  
 ADDENDUMS.**

**ADDENDUM #1 RECEIPT**  
**ACKNOWLEDGEMENT FORM**

**REQUEST FOR PROPOSALS FOR PROFESSIONAL  
ARCHITECTURAL AND STRUCTURAL DESIGN SERVICES**

---

By signing this Acknowledgement and submitting same with its proposal submission, the undersigned propose acknowledges receipt of all two pages of this Addendum #1. Proposer further acknowledges that it has read and reviewed the information contained herein, understands same, and that its questions, if any presented, have been answered satisfactorily. Proposer agrees that it shall incorporate/consider the information contained in this Addendum # 1 in preparing and providing its proposal price. In addition, this Addendum #1 Receipt Acknowledgement Form must be signed and dated and attached to the proposal submitted.

---

Proposer Acknowledgement  
Print & Sign Company Principal Name

---

Date

**ADDENDUM #1**  
**REQUEST FOR PROPOSALS FOR**  
**PROFESSIONAL ARCHITECTURAL AND**  
**STRUCTURAL DESIGN SERVICES**